RECORDS RETENTION AND DISPOSITION SCHEDULE
Personnel, Department of. Communications Division.

Agency: Communications Division		Division:	
ITEM NO.	**RECORD SERIES**	**TITLE/DESCRIPTION** *(This Retention Schedule is approved on a space-available basis)*	**RETENTION PERIOD**
1	86-326	**EMPLOYEE SUGGESTIONS - AWARDED** Includes Indiana State Employee's Suggestion, State Form 922. Arranged by assigned number, employee name and agency. Also typically includes any other state agency evaluation and/or correspondence and committee evaluation. Also maintained in electronic format.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles three (3) years after the year of the suggestion award. ERASE and RECYCLE magnetic media three (3) years after the year of the suggestion award.
2	86-327	**EMPLOYEE SUGGESTIONS - REJECTED** File includes Indiana State Employee-s Suggestion, State Form Number 922. It also typically includes other state agency correspondence and/or evaluation and suggestion committee evaluation. Records are arranged by the assigned number, employee name and agency. They are also in electronic format.	TRANSFER hard copies to the RECORDS CENTER after one (1) year. DESTROY in the RECORDS CENTER after an additional four (4) years. ERASE and RECYCLE magnetic media five (5) years after the year of the suggestion award. TOTAL RETENTION: five (5) years.
3	96-119	**STATE EMPLOYEES' COMMUNITY CAMPAIGN** File includes applications of charities that have applied for admission into the campaign, along with any related correspondence.	TRANSFER to the RECORDS CENTER after two (2) years. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years.
4	96-120	**SUMMER INTERNSHIP APPLICATIONS** Record includes applications to the programs and any related correspondence.	TRANSFER to the RECORDS CENTER at the end of each year. DESTROY after an additional two (2) years in the RECORDS CENTER. TOTAL RETENTION: Three (3) years.

Approved by the Indiana Oversight Committee on Public Records